Library Resource Center

The **Library Resource Center** at www.netlibrary.org/resourcecenter is where you can administer and manage your library's NetLibrary account. In the Center you can manage user accounts, view current authentication information on file for your library and run real-time usage reports for all your NetLibrary eBook, Downloadable Audiobook, eJournal and database activity—for both unique and shared collections.

How to log in

To log in to the Library Resource Center, your username must have the proper security token. Typically the administrator of your library's account has access to the Center. If you would like to gain access, check with the NetLibrary administrator at your library or contact OCLC support at support@oclc.org.

Go to www.netlibrary.org/resourcenter and login with your NetLibrary username and password.

Reports

The Reports section provides access to usage data. Sample reports are described below.

Popular Titles: List of all titles accessed and the number of times each title was accessed during the selected time period, organized from most used to least used.

Activity by Title: List of all titles and the number of times each title was accessed during the selected time period, organized alphabetically by title.

Dusty Titles: List of all titles and the number of times each titles was accessed during the selected time period, organized from least used to most highly used.

You'll specify 3 parameters to run a usage report: the activity, the collection(s) and the member(s). Follow the steps at right to run a usage report.

How to run a usage report

Select the appropriate parameters, below:

1. *Activity Interval:* Select a time period for which you wish to run the report. You may select any time period such as a day, a week, a month, a year or the lifetime of the account.

2. *Collection:* Select your collection(s). You may select a single collection, multiple collections or all the collections to which your library has access. Click on a collection in the left box and then click the "Add" button located in-between the two boxes.

3. *Member(s) whose usage you want to view:* Select the member(s) whose usage you wish to view, (typically your library's name) by clicking on the name in the left box and then click the "Add" button located in-between the two boxes.

4. Click **"Submit"** and your report will display. Sort your report by clicking on any of the column headings.

5. **Export** your report in a tab-delimited format to view in spreadsheet or database applications such as Excel.

How to read a NetLibrary usage report

There are multiple reports you can run to monitor your overall NetLibrary usage. Popular reports include Activity by Title, Activity by Subject and Turn-Away Statistics. A typical report will contain columns for information such as:

- Accesses
- Turnaways
- Title
- Subject
- LCC or Dewey classification
- Authors
- Publisher
- ISBN
- Year published

In addition to Usage Reports, you can also run Collection Development reports to display information such as owned content or new titles added recently to NetLibrary.

How to read an audiobook-specific report

An audiobooks report lets you monitor trends in checkouts and renewals on a title and collection level. An audiobooks report contains two additional usage columns:

- Checkouts
- Renewals

Checkouts plus renewals equal the accesses for an audiobook title. You'll also find totals for accesses, checkouts and renewals in the audiobook-specific report.

For any audiobook collection that has a checkout cap associated with it, you will see your library's cap and the number of checkouts remaining against your library's cap when you run a report on your Downloadable Audiobook collection.

NetLibrary Usage Report. Statistics such as numbers of access, checkouts and renewals can help you gauge the success of your NetLibrary investment.

Selected Collections are all the collections included in this audiobook report, with the cap also noted.

Total Accesses refers to the number of times all the titles in the report were accessed by a user.

Export the data to create charts and graphs.

Total Records Returned refers to the number of titles reported on and available in this audiobook collection.